

Reduction In Force Webinar (Based on CURRENT law and policy)

March, 2011



Purpose of Presentation

Overview of RIF tools in BEACON

Overview of RIF Actions and Reasons

Scenarios: What would you do and why....



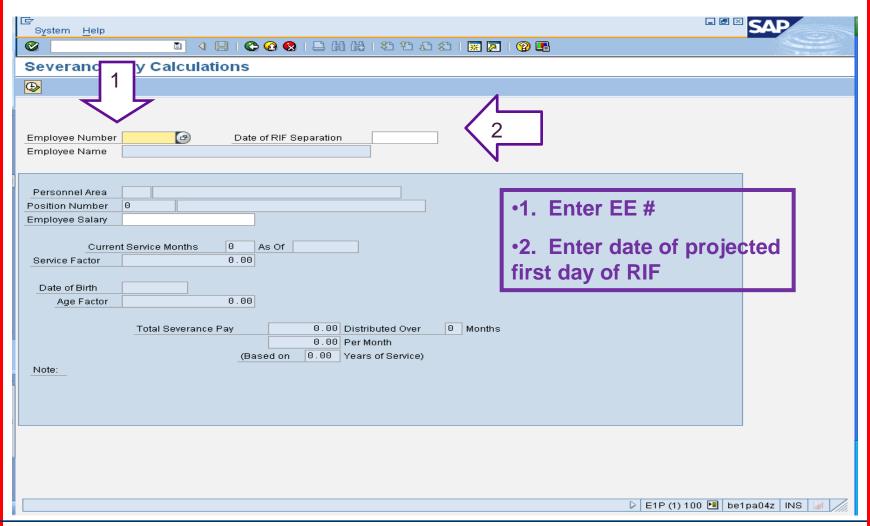
Reduction In Force Tools in BEACON

ZSEV – Severance Calculator

- BI Reports
 - B0020 RIF Verification
 - B0021 Employees Eligible for RIF Priority
- Infotypes
 - IT 19 Monitoring of Tasks
 - IT 41 Date Specifications

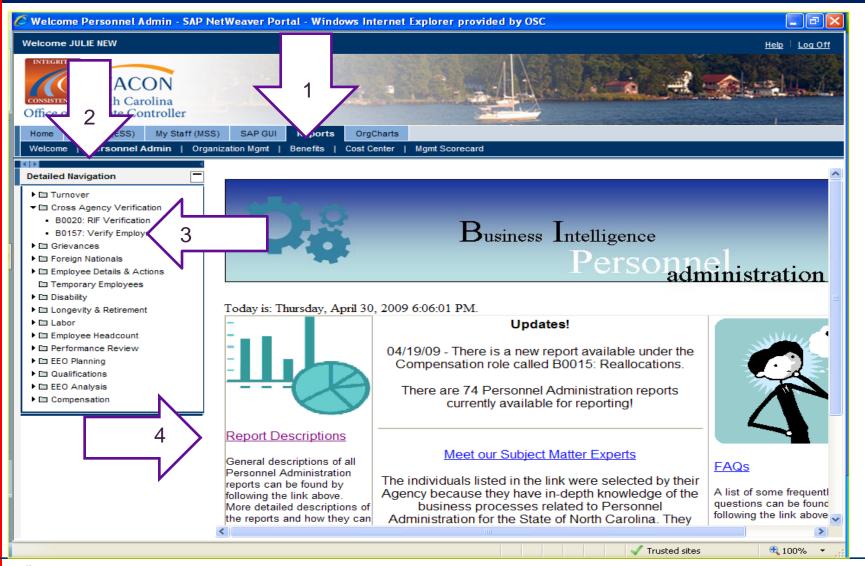
ZSEV Severance Pay Calculations





RIF related BI Reports: B0020 and B0021





RIF Related BI Reports: B0020 and B0021 cont.



- B0020 RIF Verification
 - Personnel Admin/Cross Agency Verification
 - Job Aid link on BI Splash Page, Report Descriptions
 - For an individual
 - must have both last 4 digits and name in ALL CAPS
 - Jumps to…
- B0021 Employees Eligible for RIF Priority
 - Provides detail of RIF dates to determine eligibility



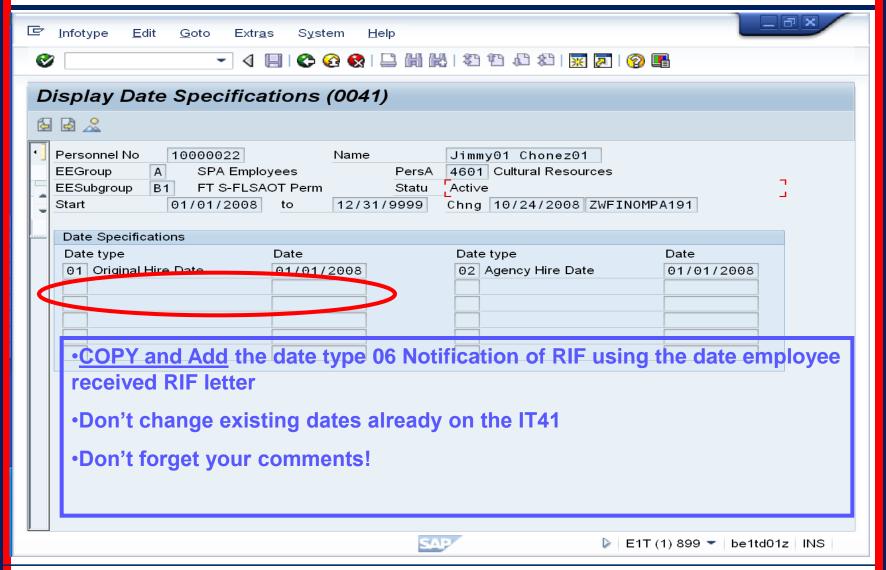
IT 19 Monitoring of Tasks

IT 19 – should probably do TWO of these....

- 30 days from RIF letter to initiate RIF action
- Another one 12 months out to communicate with BEST Benefits to ensure health plan has been terminated. (DO NOT SEPARATE EE BEFORE HEALTH PLAN IS TERMINATED BY BEST BENEFITS.)



IT 41 Date Specifications





IT 41 if hired by BEACON agency

- If RIF rights are <u>not</u> satisfied and hired by BEACON agency:
 - IT 41 appears as part of action COPY the 41 and KEEP the datetype 06 on the NEW IT 41.
- If RIF rights are satisfied and hired by BEACON agency:
 - IT 41 appears as part of action COPY the 41 and remove the datetype 06 on the NEW IT 41.
 - The datetype 06 should remain on the previous IT 41.

IT 41 if hired by NON BEACON agen

- If RIF rights are <u>not</u> satisfied and hired by NON BEACON agency in State Government:
 - IT 41 appears as part of separation action COPY the 41 and KEEP the datetype 06 on the NEW IT 41.
- If RIF rights <u>are</u> satisfied and hired by NON BEACON agency in State Government:
 - IT 41 appears as part of separation action COPY the 41 and remove the datetype 06 on the NEW IT 41.
 - The datetype 06 should remain on the previous IT 41.

Overlap of Policies....think before you pick the Action/Reason



- RIF Priorities
 - Career Status (24 months)
- Severance Salary Continuation
 - Eligible:
 - Full Time & Part Time (1/2 at least) Permanent
 - Trainees with at least 6 mos service or more
 - Not Eligible:
 - Trainees with less than 6 mos service
 - Probationary and Time Limited
 - Temporary and Intermittent
- Health Benefit continued for 12 months
 - 12 mos of service AND
 - Covered by State Health Plan when separated

Reduction in Force Actions and Reasons

- Action: Separation Pay Continuation
- Reason:
 - RIF Severance and/or Health Insurance
 Then 12 months later or sooner
- Action: Separation
 - Cancel Separation Pay Continuation
 - Cancels the action that provides severance and/or health benefit

Health Benefits for RIF Employees



- RIF Health benefits covered for 12 months after Separation Pay Continuation
- Example:
 - -EE last day in pay status June 30, 2011
 - -EE RIF date July 1, 2011
 - -RIF health benefits begin July 1, 2011
 - -RIF health benefits end June 30, 2012
- After 12 mos. RIF insurance employee can continue for life by paying BCBS full cost.



SHP RIF Enrollment Form

- Form is for agency use only DO NOT SEND TO SHP OR BEST
- http://www.shpnc.org/pdf/rif-application.pdf
- Employee can switch from 80/20 to 70/30 at time of RIF
- Employees wanting to cancel dependent coverage
 - HBR creates SRQ (Subscriber Request) Adjustment Reason
 - Employees access ESS to cancel dependents or
 - Employees without access to ESS send paper form to BEST
 - Dependents terminated with Subscriber Request are not offered COBRA

Reduction in Force Actions and Reasons

- Action: Separation
- Reasons:
 - Reduction in Force (RIF)
 - without severance/health benefit
 - RIF Discontinue Service Retire
 - without severance/health benefit

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Scenario: LOA w/ 15 mos service

- Perm Employee (worked 15 mos. Prior to LOA) on LOA with pay; receives his letter June 1 and is not reemployed within 12 months
- Actions in system:
 - IT 41 Date Specifications June 1, 2011
 - IT 19 Monitoring of Tasks (30 day reminder to complete action)
 - Separation Pay Continuation/RIF Severance and/or Health Insurance - July 1, 2011
 - Separation/Cancel Separation Pay Continuation
 - July 1, 2012

Must use RIF Sev/H Ins to provide H Ins; meets 12 mos for H Ins but not 24 mos Career Status



Scenario: Trainee less than 4 mos

 Employee has been working less than 4 months as a trainee; receives his letter June 1

- Actions in system:
 - IT 41 Date Specifications June 1, 2011
 - IT 19 Monitoring of Tasks (30 day reminder to complete action)
 - Separation/Reduction in Force July 1, 2011

EE does not meet 12 mos for Health Benefit or 24 mos for Career Status.



Scenario: Hired by Non BEACON

- RIF employee who currently has a Separation Pay Continuation action in the system is hired by a <u>Non BEACON</u> state agency:
 - Agency that has access to the employee, usually the agency that reduced the employee, will complete a Separation/Cancel Separation Pay Continuation.



Scenario: Employee w/ 29 yrs.

- 29 yr. perm employee receives his letter June 1
- CHECK WITH RETIREMENT AND PAYROLL 1st!
- Possible Actions in system:
 - IT 41 Date Specifications June 1
 - IT 19 Monitoring of Tasks (30 day reminder to complete action)
 - Separation/RIF Discontinue Service Retire July 1, 2011



Scenario: RIF elects to Retire

 30 yr. perm employee receives his letter June 1 and elects to retire:

- Action in system:
 - Separation/Retirement

Employee will not receive any severance pay.

Scenario: Eligible to Retire but doesn't

- 30 yr. perm employee receives his letter June 1 and does not elect to retire
- Actions in system:
 - IT 41 Date Specifications June 1
 - IT 19 Monitoring of Tasks (30 day reminder to complete action)
 - IT 19 Monitoring of Tasks (
 - Separation Pay Continuation/RIF Severance and/or Health Insurance - July 1, 2011
 - Separation/Cancel Pay Continuation July 1, 2012
 - DO NOT PUT IN SEP/RETIREMENT ACTION!



Questions?